The Friends of the 
Rutgers University Libraries

Activities Grant Program

APPLICATION

Name of Unit ____________________________________________________________

Name of Faculty/Staff Person Coordinating Activity Proposed ____________________

Contact Person for Activity, if Different From Coordinator ______________________

* * *

Title of Proposed Activity _________________________________________________

Date(s) of Proposed Activity _______________________________________________

Facility Where Activity Will Be Held _________________________________________

DESCRIPTION

In one paragraph, of no longer than five sentences, briefly describe the focus and purpose of this activity and explain how the activity relates to the work of the Rutgers University Libraries. Include information on any major speakers, whether or not there will be a reception, and if there are other special features to the activity planned (examples: book signings, computer demonstrations, etc.). Also, describe how this activity will be designed to attract Friends of the Rutgers University Libraries, students, Rutgers University faculty and staff, and the general public. Please be advised that, should your application receive a grant, the description below will be used as the text explaining this activity in the Friends of the Rutgers University Libraries’ calendar of events.
PROMOTION
Please identify any special media, mailing lists, list-servs, or special interest groups who would be interested in this activity and should receive publicity about it (include contact information, wherever possible).

EXPENSES AND INCOME
Please provide an overview of the major expenses anticipated and if any income (including funding from outside sources) is expected for this activity.
COMMITTEE

Please list the names and titles of all members of your unit, or other units, and/or professionals or volunteers outside the Rutgers University Libraries, who have agreed to help you plan, prepare and conduct this event. (For outside professionals or volunteers, please list phone numbers and e-mail addresses too.)

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Please return this application, no later than April 17, 2001 to:
Harry Glazer, Communications Coordinator
Rutgers University Libraries Administration
C/o Archibald S. Alexander Library
169 College Ave.
New Brunswick, N.J. 08901-1163